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Chief, Regulations Control Staff

5 November 1956

Chief, Records Management Staff

Proposed Regulation, Number Records Management
(Job No. 705-VJB)

1. All comments on the subject memorandum have been incorporated, resolved, or withdrawn as described below:

DCI-Cable Secretariat - Reference, Paragraph 2 (renumbered 1)

agreed to withdraw his comment.

DD/I - Reference, Paragraph 3a⁴, Line 2 (renumbered 2a⁴) Mr.

agreed that comment could be withdrawn, as the revision of this paragraph does not require that the Record Center be the only storage facility for inactive Records.

Office of Logistics - stated that the regulation does not include the details needed to operate the program, but they have agreed that the revision is acceptable to them as a charter for the program. Their specific comments were resolved as follows:

Paragraph 2a (renumbered 1a) - The exception for DD/P records was eliminated in the revision and their comment was withdrawn.

Paragraph 3a (renumbered 2a) - The term, "Area," was eliminated in the revision which was acceptable.

Paragraph 4a3 (renumbered 3a3) - Comment was withdrawn when it was pointed out that this regulation only provides the authority for release of such notices as specified in the original comment.

Paragraph 4a5 (renumbered 3a5) - This comment was withdrawn when it was pointed out why no exemption was needed.

Paragraph 4b2 (renumbered 3b2) - Comment was withdrawn upon agreement that it was not appropriate for inclusion in this regulation.

Office of General Counsel - The phrase in question was eliminated and agreed that the regulation was acceptable.

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Office of Training - The specific comments were resolved with [redacted] as follows:

Paragraph 2b7 (renumbered 1b7) - Acceptable revision made.

Paragraph 3a3 (renumbered 2a3) - Acceptable revision made.

Paragraph 3a4 (renumbered 2a4) - Acceptable revision made.

Paragraph 4a1 (renumbered 3a1) - Revised as suggested

Paragraph 4a4 (renumbered 3a4) - The comment was withdrawn when it was pointed out that the change was not acceptable to DD/P.

Office of Communications - Reference, Paragraph 2a (renumbered 1a) - [redacted] agreed that the revised statement was satisfactory, but that if any exception was subsequently written in for DD/P records it would have to include the records of the Office of Communications. The DD/P has requested no exceptions.

Office of the Comptroller - In the discussion with [redacted] and [redacted] their specific comments were resolved as follows:

Paragraph 2a (renumbered 1a) - The revision in this draft overcomes the previous objections. However, a new question was raised concerning legal custody by CIA of some of the records of predecessor organizations. The matter was discussed with the General Counsel, Mr. Houston, who assured us that this regulation can legally apply to these records.

Paragraph 3a4 (renumbered 2a4) - The revision satisfies the objections previously raised.

Paragraph 4a2 (renumbered 3a2) - This comment was withdrawn.

Paragraph 4a3 (renumbered 3a3) - This comment was withdrawn upon agreement to include the words "Records Management" preceding "program requirements".

Paragraph 4a5 (renumbered 3a5) - Comment was withdrawn following a discussion in which it was pointed out that:

- a. No conflict with the Comptroller's regulation is involved.
- b. This provision for liaison on records management matters is consistent with regulations of other offices having responsibility for liaison on specific functions, and is consistent with the regulations of other Government Agencies with respect to Records Management, Liaison with GAO.

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Paragraph 4a6 (renumbered 3a6) - The revised paragraph satisfies the objections previously made.

Paragraph 4b3 (renumbered 3b3) - The requirement for rendering reports has been eliminated from this revision and the comment has been withdrawn.

DD/P - The comments of the DD/P were general in nature and this revised draft satisfies their objections. The concurrence was signed by

2. In view of the extended length of time that the regulation has been in the process of preparation and coordination and because there is a real need for it, we would appreciate you handling it as expeditiously as possible.

Mgt/S/RMS jml (7Nov.56)

[Handwritten Signature] 11/7/56

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1956

REGULATION

25X1 NO. ☐

RECORDS MANAGEMENT

25X1 Rescission: R ☐ dated 14 July 1951

SYNOPSIS: This regulation provides for a continuing Agency Records Management Program to control and improve records from their creation or receipt to their disposition.

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1. SCOPE

- a. All record material of the Agency is encompassed by this regulation (including that transmitted electrically). For the purpose of this regulation, record material is defined as: all books, papers, maps, photographs, films, recordings, or other documents and material regardless of physical form or characteristics, made or received by any part of the CIA establishment pursuant to Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by CIA or its legitimate predecessor or successor organizations as evidence of the organization, functions, policies, personnel, decisions, procedures, financial or legal transactions, operations, or other activities or because of the informational value of data contained therein. "Records" and "record material" may be used interchangeably.
- b. The Records Management Program consists of the following elements:
 - (1) Reports Management - The analysis, improvement, and control of administrative reporting.
 - (2) Correspondence Management - The application of improved standards and procedures for the preparation and handling of correspondence.
 - (3) Forms Management - The analysis, design, and control of forms.
 - (4) Records Maintenance - The establishment of standard procedures, systems, equipment, and supplies for records maintenance.
 - (5) Records Disposition - The economical and systematic disposition of Agency records including their preservation, retention, transfer, protection and disposal according to approved schedules.

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- (6) Vital Materials - The timely selection, transfer to, and maintenance in an Agency designated repository of record materials, documents, and files which are essential to the continued operation of CIA in an emergency and the destruction of which would constitute a serious or irreplaceable loss.

2. POLICIES

- a. The Agency Records Management Program shall be administered on a decentralized basis through major component (DD/I, DD/S, DD/P) programs governed by the following policies:
 - (1) Records shall be made and preserved to provide adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency. Such records shall be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the Agency's activities.
 - (2) Measures shall be taken to insure that essential records are created and maintained by the most efficient and economical methods.
 - (3) Measures shall be taken to insure that non-essential records, reports and forms are not created.
 - (4) Records essential to emergency operations of the Agency shall be promptly and currently deposited at a relocation site.
 - (5) The Agency Records Center shall be a facility for storing processing, and servicing of semi-active or retired Agency records, and will serve as an Agency archival facility. The Records Center shall be compartmented and controlled in such a manner that the security classification and/or sensitivity requirements of the operating components is honored.
 - (6) Records control schedules shall be developed to identify and preserve records of permanent value; to provide for the scheduled removal of noncurrent records from office space and filing equipment to more economical storage; and to provide for the scheduled destruction of records of temporary value.

3. RESPONSIBILITIES

- a. The Chief, Records Management Staff is responsible for:
 - (1) Staff guidance, assistance, and coordination of the Agency Records Management Program by providing broad plans, policies, standards, and guides.

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- (2) Providing forms analysis, design, and reference services of forms, ~~including the approval~~ of new or revised forms and requests for reprints. *and for approving*
- (3) Reviewing and approving records control schedules and requests for equipment, services, and supplies to the extent necessary to assure compliance with Records Management Program requirements.
- (4) Providing technical ^{guidance} supervision to the Records Center and Vital Materials Repository.
- (5) Maintaining Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations, on records management matters.
- (6) Review of the component Records Management Programs.

b. The Deputy Directors are responsible for:

- (1) Establishing, directing and maintaining CIA component records management programs consisting of the elements referred to in ~~Section 4~~ ^{Section 5} Paragraph b., and guided by the broad plans, policies, standards and guides promulgated by the Records Management Staff.
- (2) Maintaining such liaison with other offices of the Agency as is required in the performance of component records management responsibilities.
- (3) Designating an individual who will be responsible for the development and administration of the respective component records management programs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.

L.K.WHITE
DEPUTY DIRECTOR
(SUPPORT)

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